



Miami-Dade County Board of County Commissioners

Office of the Commission Auditor

Supplemental Legislative Analysis

**Internal Management and Fiscal
Responsibility Committee**

Thursday, January 13, 2005
2:00 PM
Commission Chamber

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Commission Auditor

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LEGISLATIVE ANALYSIS

FY 2003-04 General Fund Year-End Budget Amendments

Office of Strategic Business Management

I. SUMMARY

This item proposes FY 2003-04 year-end budget amendments in the amount of \$9,867,000 in the Countywide General Fund and \$354,000 in the Unincorporated Municipal Service Area General Fund.

- Attachment #1 was prepared by the Department of Strategic Business Management in response to questions from the Office of the Commission Auditor. It provides additional information on the:
 - Available non-departmental appropriations being reallocated, and
 - Purposes for which the funds are being reallocated.

II. PRESENT SITUATION

As indicated in the County Manager's memorandum.

III. POLICY CHANGE AND IMPLICATION

As indicated in the County Manager's memorandum.

IV. ECONOMIC IMPACT

Adjustments total \$9,867,000 in the Countywide General Fund and \$354,000 in the Unincorporated Municipal Service Area General Fund.

V. COMMENTS AND QUESTIONS

See Attachment #1 for additional information.

IM&FR ITEM 3(B)**January 13, 2005****Attachment #1****FY 2003-04 General Fund Budget Amendments****Available Non-departmental appropriations - \$9.867 million (Countywide); \$354,000 (UMSA)**

Detail the way it used to be shown, i.e., reserves, savings, etc.

	<u>CW</u>	<u>UMSA</u>
Grant Match Reserve	\$973	\$0
Wage Adjustment, FRS, Separation, and Energy Reserve	0	354
Public Safety Reserve	1,030	0
Capital Outlay Reserve	700	0
Summer Youth Employment Program	1,000	0
Non-Departmental savings generated by FEMA Reimbursement	3,119	0
Non-Departmental savings generated by treatment of Emergency Contingency Reserve	<u>3,045</u>	<u>0</u>
TOTAL	\$9,867	\$354

Elections - \$3.827 million

Increases over Budget Allocation:	<u>Proposed EOY Amendment</u>	<u>August 2004</u>	<u>March 2004</u>	<u>General Operating</u>
Employee Overtime - OT required to meet State mandated deadlines	\$ 1,285,000	\$ 452,000	\$ 452,000	\$ 381,000
Seasonal Employee Wages	397,000			397,000
Security Services (GSA)	128,000	128,000		
MDPD Services	114,000	114,000		
ETSD Staff support	148,000	70,000		78,000
Increase support PC Maintenance (ETSD)	115,000	50,000		65,000
Increase expense in Polling Locations	36,000	36,000		
Increase cost of truck rental - day after election pick-up	25,000	25,000		
Increase expense of postage due to mailing of sample ballot and increase request of Absentee Ballots mail out and mailing of additional voter registration cards and media plan	411,000	411,000		
GSA Print- Work Orders - Service Tickets - print election related materials	482,000	482,000		
Increase of General Election supplies	162,000	162,000		
General Building Improvements required	93,000			93,000
Balance to clear Due from Account - balance was overstated	329,000			329,000
EOY Encumbrances	102,000			102,000
EOY TOTAL ADJ:	\$ 3,827,000	\$ 1,930,000	\$ 452,000	\$1,445,000

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Attachment #1

Human Services - \$1.889 million

Wage adjustment - \$340,000

Extended Diversion Program (sal/fringe, other operating detail) - \$184,000

Salaries/Fringes (\$92,000) and Other Operating (\$92,000)

Summer Youth Employment Program funds budgeted elsewhere - \$1 million (budgeted in non-departmental)

\$375,000 to fix the budgetary treatment of the New Beginnings Program in ORS.

Park and Recreation - \$1.582 million

The majority of this adjustment is needed to cover a revenue shortfall of (\$1.191 million) at Miami Metrozoo. The revenue shortfall is attributable to lower than budgeted attendance; Attendance was budgeted at 580,000 but was realized at 459,400.

The balance of the budget amendment (\$391,000) is associated with expenditures related to termination payments.

Corrections - \$1.423 million General Fund Amendment and Supplemental Budget of \$1.1 million - \$3.523 million Total

There were delays in the completion of several capital projects (Fire Watch, Fire Alarm System, Medical Housing, and Smoke Evacuation System). All of these Capital Projects require correctional staff assigned to contracted work crews projects (\$277,530). Medical treatment (\$756,900) of inmates increased overtime costs primarily due to required medical housing of inmates outside of Ward D including the use of non-public hospitals due to logistics of the inmate population. Rate of attrition and employees on intermittent and long term leave in jail facilities affects operations, requiring an adequate number of regularly scheduled staff (\$630,750). Sworn staffing levels did not allow scheduled utilization of earned leave, which results in increased unscheduled leave usage in jail facilities and thus increases overtime (\$419,140). MRSA bacteria outbreak of Methicillin Resistant Staphylococcus Aureus (highly contagious and serious skin infection) in summer of 2004 among sworn correctional employees required mandated leave (\$35,000). Double bunking as a result of the MRSA outbreak caused an increase in the average daily inmate population in regular and isolated quarters, reduction of inmate releases per day, and restricted availability of cells (\$403,680).

Employee Relations - \$342,000

Employee Relations does not charge for "Service Excellence" customer service training nor do they charge for other types of training assistance such as GOB and "Results Oriented Government". The personnel required for these projects divert staffing from billable training courses resulting in a loss of revenue.

ITC - \$152,000

ITC was allocated \$157,000 from CDBG funds for operational support. It was determined that ITC activities, at this time, could not be reimbursed because of CDBG requirements and the inability to meet all the CDBG funding requirements. Since we could not obtain reimbursement for operational cost from the CDBG funding source, we provided the funding from the General Fund.

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OSBM - \$95,000

Cutler Ridge and Goulds study was combined.

Communications - \$83,000

Separation costs - \$51,000

Backfill costs - \$15,000

Other costs (Miami-Dade TV promotional spots, Community Periodicals, and savings) - \$17,000

Community Relations \$46,000

Type of operating expenses = These deployments required the use of car pool vehicles, radios and related ancillary expenses that impacted OCR's budget.

FY 2003-04 Supplemental Budget

Team Metro

\$780,000 due to 13 new positions phased-in during the course of the fiscal year (\$196,000); overdue personnel evaluations (\$261,000); overtime associated with weekend and after hours code enforcement activities (\$323,000)

\$493,000 due to temporary employees to assist with workloads at the regional offices and EDMS activities (\$323,000); printing and postage for additional mail-outs associated with code enforcement cases (\$129,000); training of all Neighborhood Compliance Officers (\$41,000);

GSA

The \$4.1 million supplemental budget for Fleet Management is due to fuel price increases (\$3 million) and the adjustment to the compensation of 160 fleet mechanics (\$1.1 million)